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SECRETARY OF THE AIR FORCE**



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**Security**

**AIR FORCE MOTOR VEHICLE TRAFFIC  
SUPERVISION**

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This manual implements AFD 31-1, *Integrated Defense*, sets forth AF guidance related to the Interservice publication AFI 31-218 (I), *Motor Vehicle Traffic Supervision*, and provides additional Air Force specific guidance. It assigns responsibilities and establishes procedures for motor vehicle traffic supervision on Air Force installations in the continental United States (CONUS) and overseas (OCONUS) areas. This includes, but is not limited to, granting, suspending, or revoking the privilege to operate a privately owned vehicle (POV); registration of POVs; administration of vehicle registration and driver performance records; driver improvement programs; police traffic supervision; and off-installation traffic activities. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974 authorized by 50 United States Code 797. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. This publication may be supplemented at any level. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10 *United States Code*, Section 8013, and DoD

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**(HURLBURTFIELD)** This manual implements AFD 31-1, *Integrated Defense*, sets forth Hurlburt Field guidance related to the Interservice publication AFI 31-218 (I), *Motor Vehicle Traffic Supervision*, AFMAN 31-116, *Air Force Vehicle Traffic Supervision* and provides additional Hurlburt Field specific guidance. It assigns responsibilities and establishes procedures for motor vehicle traffic supervision on Hurlburt Field AFB. This includes, but is not limited to, granting, suspending, or revoking the privilege to operate a privately owned vehicle (POV); registration of POVs; administration of vehicle registration and driver performance records; driver improvement programs; police traffic supervision; and off-installation traffic activities. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. Requests for waivers must be submitted to the OPR listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). This supplement requires the collection and maintenance of information protected by the Privacy Act of 1974 authorized by 50 United States Code 797. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10 *United States Code*, Section 8013, and DoD Directive 7730.47, Defense Incident-Based Reporting System (DIBRS). The applicable Privacy Act SORN(s) *F031 AF SF B*, Security Forces Management Information Service, is available at <http://privacy.defense.gov/notices/usaf/>. The provisions of this instruction apply to all persons who operate a motor vehicle on Hurlburt Field, to include the Soundside area. This instruction is punitive in nature and persons who violate provisions of this publication could be subject to judicial, non-judicial or administrative action.

### ***SUMMARY OF CHANGES***

**This document is substantially revised and must be completely reviewed.** This manual incorporates extensive changes from AFI 31-204 which it replaces and must be thoroughly reviewed by the reader. Among other things, this manual: incorporates current terminology and standards related to testing for the presence of alcohol and drugs used by the National Highway Traffic Safety Administration; describes the processes to be used in the collection of evidence and action on traffic reports; includes guidance on matters ranging from registration of vehicles to establishment of base traffic management programs; and sets minimum traffic enforcement goals for Defense Force commanders

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Supplement, 28 July 2008, which it replaces and must be thoroughly reviewed by the reader. Among other things, this manual: incorporates current terminology and standards related to testing for the presence of alcohol and drugs used by the National Highway Traffic Safety Administration; describes the processes to be used in the collection of evidence and action on traffic reports; includes guidance on matters ranging from registration of vehicles to establishment of base traffic management programs; and sets minimum traffic enforcement goals for Defense Force commanders

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## Chapter 1

### INTRODUCTION

**1.1. Program Management.** This manual implements policy, assigns responsibility and establishes procedures for motor vehicle traffic supervision on Air Force installations located in the continental United States (CONUS), outside the continental United States (OCONUS), and deployed locations, where implemented. This AFMAN provides additional Air Force specific guidance to complement guidance found in AFI 31-218 (I). The objective of traffic control programs is the safe and efficient flow of vehicles and pedestrians through reduction of factors contributing to accidents.

**1.2. Responsibilities.** Installation Defense Force Commander (DFC). The DFC is the Installation Commander's principal advisor on issues pertaining to the lawful movement of personnel and traffic. The DFC exercises staff responsibility for directing, regulating and controlling traffic, and enforcing installation rules pertaining to traffic control. DFCs assist traffic engineers by performing traffic control studies to gather information on traffic problems and use patterns.

1.2.1. **(Added-HURLBURTFIELD)** Supervisors at all levels are responsible for ensuring personnel are aware of the responsibilities defined within this publication. The 1st Special Operations Security Forces Squadron (1 SOSFS) has staff responsibility for enforcing the provisions in this instruction.

**1.3. Delegation of Authority.** Installation commanders may delegate their responsibilities under this manual to their vice commanders, mission support commanders or other group commanders as appropriate and provided the individual does not occupy a position such as law enforcement which would constitute a conflict of interest. Commanders should coordinate letters of delegation through their SJAs.

1.3.1. **(Added-HURLBURTFIELD)** The authority to suspend, revoke or reinstate driving privileges is delegated to the 1 SOMSG/CC.

1.3.1.1. **(Added-HURLBURTFIELD)** Personnel suspended for traffic violations both non-moving and moving will be suspended via the 1 SOMSG/CC signed Notice of Suspension/Revocation of Base Driving Privileges letter. This is to include active duty military and family members, retirees, Department of Defense (DOD) civilians and other personnel with installation driving privileges.

## Chapter 2

### DRIVING PRIVILEGES

**2.1. Requirements for Driving Privileges.** Each Installation Commander will determine if international driver's licenses will be recognized and authorized for use on the installation. Take into consideration the local (civilian) jurisdiction's policy on recognition and acceptance of international driver's licenses. As a general rule, most CONUS civilian jurisdictions will honor use of international driver's licenses for short periods of time by non-resident visitors and assigned military personnel and dependents. When practical, Installation Commanders should incorporate local guidance to prevent conflicts and confusion.

2.1.1. **(Added-HURLBURTFIELD)** Hurlburt Field will recognize all international driver's licenses for all visiting foreign nationals for the length of their scheduled visit to the installation.

2.1.2. **(Added-HURLBURTFIELD)** Foreign nationals who are permanently assigned to Hurlburt Field will have 30 days to obtain a valid state driver's license in accordance with state laws.

### **2.2. Stopping and Inspecting Personnel or Vehicles.**

2.2.1. AFI 31-101, *Integrated Defense*, and AFI 10-245, *Antiterrorism*, require Installation Commanders to develop instructions and guidance that detail stop, inspection, search and impoundment of motor vehicles at CONUS installation entry gates, to include Air Force restricted and controlled areas.

2.2.1.1. **(Added-HURLBURTFIELD)** All vehicles entering the installation are subject to search. Vehicle inspections are conducted randomly and in accordance with the Hurlburt Field Integrated Defense Plan (IDP). Refusal to consent to this search can result in loss of base driving privileges or in some cases, barment.

2.2.1.2. **(Added-HURLBURTFIELD)** Anyone accepting an AF Form 75, **Visitor/Vehicle Pass**, Security Forces Management Information System (SFMIS) pass or Defense Biometrics Identification System (DBIDS) pass acknowledges implied consent/authority to search any vehicle they operate while on Hurlburt Field if there is reasonable suspicion of criminal activity, any violation of traffic regulation or by the order of the installation commander.

2.2.2. MAJCOMs responsible for overseas military installations must provide their Installation Commanders with written guidelines governing stop, inspection, search and impoundment of vehicles. This guidance must reflect host nation agreements and pass appropriate legal review. Note: A combatant commander or those commanding unified forces may direct guidance covering all installations under their command. In this case, MAJCOMs must review those policies before issuing their guidance.

**2.3. Implied Consent to Blood, Breath or Urine Tests.** This requirement must be outlined as part of installation newcomers briefings and/or inprocessing of newly assigned personnel. Refer to AFI 31-218 (I) for specific information.

2.3.1. **(Added-HURLBURTFIELD)** Any person stopped by a law enforcement officer who refuses to submit to a standardized field sobriety test or refuses to provide a breath or blood sample for alcohol testing, will have their on-base driving privilege revoked for 1 year.

**2.4. Implied Consent to Vehicle Impoundment.** In addition to those conditions for impoundment listed in AFI 31-218(I), paragraph 2-3, local situations may arise that require impoundment. The determination will be made by the Installation Commander or designee. Installation and unit commanders must view the abandonment of personal property as a personnel management issue and be diligent in deterring occurrences. Commanders must include the consequences when personal property is abandoned during familiarization and indoctrination training into units. Additionally, measures must be established to ensure personal effects are cleared prior to personnel departing on permanent change-of-station orders.

**2.5. Suspension or Revocation of Driving Privileges.** Installation Commanders must incorporate procedures governing suspension and revocation in base publications or as a supplement to this instruction. Make these known to the base population. AF will follow the administrative due process for suspensions detailed in AFI 31-218(I).

2.5.1. Suspensions.

2.5.1.1. Installation Commanders determine suspension and revocation guidance for non-moving violations, as well as what constitutes a non-moving violation on their installation (i.e., performing unauthorized repair; failure to register and insure vehicles; unauthorized modifications or alterations; failure to maintain safety standards, etc). Make these standards part of the local installation traffic code and take reasonable steps to make them known to the general public.

2.5.1.1.1. **(Added-HURLBURTFIELD)** Violations on Hurlburt Field will be considered either moving or non-moving. Any incident occurring when a motor vehicle is in motion is described as a moving violation. Examples of moving violations include, but are not limited to, speeding, running a stop sign or red light, driving without a safety belt and driving under the influence. Any incident occurring when a motor vehicle is not in motion is described as a non-moving violation. Examples of non-moving violations include, but are not limited to, illegal parking, invalid registration, expired vehicle registration and leaving a vehicle unattended. Review Table 2.5, Table 5.1 and Table 5.2 for moving and non-moving violation point assessments. Non-moving and moving violations will be processed the same to include procedures for suspension and revocation unless stated otherwise in AFI 31-218(I) or this publication. The following standards/actions will be used for suspension of driving privileges when an individual develops a pattern of parking violations within a 90-day period:

2.5.1.1.2. **(Added-HURLBURTFIELD)** First and second offense. 1 SOSFS/S5R will forward the DD Form 1408 to the unit commander, first sergeant or supervisor for administrative action. The commander or first sergeant is required to take appropriate corrective action and record action on DD Form 1408.

2.5.1.1.3. **(Added-HURLBURTFIELD)** Third offense. 1 SOSFS/S5R will forward the DD Form 1408 to the unit commander or first sergeant for administrative action.

Driving privileges will be suspended for six months IAW this instruction, Table 2.5., Assessment 6.

2.5.1.1.4. **(Added-HURLBURTFIELD)** Three points will be assessed for moving violations identified in Attachment 1, Rules of the Road. These violations are not listed in AFI 31-218(I), Table 5-2 Point Assessment for Moving Traffic Violations.

2.5.1.1.5. **(Added-HURLBURTFIELD)** When a violator receives a ticket and feels the ticket was unjustly issued; the violator can rebut the ticket. If the violator wishes to rebut the ticket, they must report to Security Forces Reports and Analysis Section, building 90210, within 5 duty days. If the violator does not notify Security Forces within 5 duty days, it will be assumed the violator does not wish to rebut the ticket. The violator must draft a memorandum specifically citing evidence disproving the validity of the ticket within 10 days. The memorandum and the original copy of the ticket in question (pink copy) will be forwarded to Security Forces Reports and Analysis for processing.

2.5.1.1.6. **(Added-HURLBURTFIELD)** Reports and Analysis will not review or forward ticket rebuttals without a memorandum letter endorsed by the violator's first sergeant, section commander, unit commander, or equivalent for base civilian employees. They must either concur or non-concur with the rebuttal.

2.5.1.1.7. **(Added-HURLBURTFIELD)** Reports and Analysis reviews the rebuttal package and will forward the original ticket to the 1 SOSFS/CC with any additional evidence such as drivers' history and any previous violations. The 1 SOSFS/CC decides to either rescind or process the DD Form 1408.

2.5.1.1.8. **(Added-HURLBURTFIELD)** If the violator is not satisfied with the decision of the 1 SOSFS/CC, they may appeal in writing to the 1 SOMSG/CC for review and final determination.

2.5.1.2. Persons under the age of 21, when in the United States or where legal alcohol consumption age is 21, operating a motor vehicle with a BAC or BrAC level standard of .01 or higher is reason for automatic suspension. Refer to AFI 31-218(I) 2-4.a.(3).(a).(b).(c).(d). for additional guidance.

2.5.1.3. The .08 blood alcohol limit for presumptive intoxication determination may be reduced to reflect a more stringent local, state or host nation standard.

2.5.1.4. **(Added-HURLBURTFIELD)** Driving Under the Influence (DUI). No one shall operate, or be in physical control of a vehicle on Hurlburt Field while under the influence of alcohol, chemical substance or controlled chemical substances. The individual is presumed to be under the influence when affected to the extent that the person's normal faculties are impaired. The term DUI shall be used for impairment of faculties by either alcohol, chemical substances, or controlled chemical substances.

2.5.1.5. **(Added-HURLBURTFIELD)** Presumption of Impairment. A military member who displays impairment or who a Security Forces member has reasonable cause to presume impairment shall submit to impairment testing which may include; a standardized field sobriety test, a blood alcohol test, a breath-alcohol test or a urine chemical test as required.



2.5.1.5.1. **(Added-HURLBURTFIELD)** A military member who clearly is impaired, but displays a low or negative breath- alcohol level shall be asked to submit to either a blood or urine test for chemical substances upon the request of the detaining Security Forces member, unit commander, or local civilian police.

2.5.1.5.2. **(Added-HURLBURTFIELD)** Refusal to submit to impairment testing shall result in detainment and notification of unit/wing commander for commander directed or probable cause testing as appropriate, for military members. Civilian personnel shall be detained and released to a civilian law enforcement agency

## 2.5.2. Revocation.

2.5.2.1. The Installation Commander will immediately revoke driving privileges for a period of not less than 1 year when a serious incident involving a motor vehicle occurs and the Installation Commander determines immediate revocation of driving privileges is required to preserve public safety or the good order and discipline of military personnel.

2.5.2.2. The DFC develops plans and procedures to forward revocation, suspension and driving records to gaining commanders and to initiate appropriate staff action when receiving similar records from losing commanders of inbound personnel.

2.5.2.2.1. **(Added-HURLBURTFIELD)** All personnel on Hurlburt Field will out-process 1 SOSFS/S5R IAW virtual out processing checklist. If personnel have current driving suspensions/revocations, information will be forwarded to the gaining unit and will remain in effect until the suspension/revocation expires

2.5.2.3. Installation Commanders may impose multiple suspensions to run consecutively or concurrently.

2.5.3. **(Added-HURLBURTFIELD)** Table 2.5. outlines the suspension/revocation of driving privileges for Hurlburt Field. These are in addition to suspension/revocation outlined in AFI 31-218(I).

2.5.4. **(Added-HURLBURTFIELD)** Restoration of driving privileges for military and civilian personnel shall be restored if final disposition indicates a finding of not guilty, charges dismissed or reduced to an offense not amounting to intoxicated driving. For exceptions, review AFI 31-218, Para 2.9.

**Table 2.1. (Added-HURLBURTFIELD) Suspension/Revocation of Driving Privileges.**

<p><b>Assessment: 1</b> Two-year revocation is mandatory on determination of facts by 1 SOMSG/CC.  <b>Violation:</b> Driving while driver's license or installation driving privileges are under suspension or revocation.</p>
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<p><b>Assessment: 2</b> One year revocation is mandatory on determination of facts by 1 SOMSG/CC.  <b>Violation:</b> Refusal to submit to or failure to complete chemical tests (implied consent).</p>
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**Assessment: 3** One-year revocation is mandatory on conviction.

**Violation:**

1. Manslaughter (or negligent homicide by vehicle) resulting from the operation of a motor vehicle.
2. Driving or in physical control of a motor vehicle while under the influence of intoxicating liquor 0.08% or greater.
3. Driving a motor vehicle while under the influence of any narcotic or while under the influence of any other drug (including alcohol) to the degree rendered incapable of safe vehicle operation.
- Use of a motor vehicle in the commission of a felony.
- Fleeing the scene of an accident involving death or personal injury (hit and run).
6. Perjury or making a false statement or affidavit under oath to responsible officials relating to the ownership or operation of motor vehicles.
- Unauthorized use of a motor vehicle belonging to another, when the act does not amount to a felony.

**Assessment: 4** Suspension for a period of six months or less or revocation for a period not to exceed one year is discretionary.

**Violation:**

1. Mental or physical impairment (not including alcohol or other drug use) to the degree rendered incompetent to drive (operator assessed points).

Commission of an offense in another state which, if committed on the installation, would

establish grounds for suspension or revocation.

Permitting an unlawful or fraudulent use of an official driver's license.

Conviction of fleeing or attempting to elude a police officer.

Conviction of racing on the highway.

Excessive parking and other non-moving violations.

**Assessment: 5** Suspension of 7 days for first offense, suspension for a period of 30 days for second offense within one year and one (1) year suspension for third offense within one year.

**Violation:** Failure of operator or occupants to use available restraint system devices while moving. (operator assessed points: Vehicle operators 4 points assessed)

**Assessment: 6** Suspension for a period of 6 months.

**Violation:** Three parking violations within a 90-day period.

**Assessment: 7** Suspension for a period of 30 days.

**Violation:** Personnel cited by Security Forces for speeding 15 mph or more over the posted speed limit.

**Assessment: 8** Temporary suspension until proof is provided to 1 SOSFS/S5R.

**Violation:** Personnel cited by Security Forces for the following:

No valid vehicle insurance.

No proof of valid vehicle insurance.

No valid vehicle registration.

**Assessment: 9** Motorcycle operators suspension until successful completion of prescribed motorcycle safety training IAW DoD, USSOCOM, and USAF guidance and this instruction. Suspension of 7 days for first offense, suspension for a period of 30 days for second offense within one year and one (1) year suspension for third offense within one year.

**Violation:** Personnel cited by Security Forces for the following:

1. Failed to complete mandatory motorcycle safety course

**Assessment: 10** Suspension of 7 days for first offense, suspension for a period of 30 days for second offense within one year and one (1) year suspension for third offense within one year.

**Violation:** Personnel cited by Security Forces for the following:

1. Utilizing a cell phone without a hands free device

**2.6. Alcohol and Drug Abuse Programs.** After coordination with the SJA, unit commanders will direct drug and/or alcohol testing within 24 hours of suspected alcohol related motor vehicle/traffic incidents or misconduct, episodes of aberrant or bizarre behavior or where there is reasonable suspicion of drug use and the member refuses to provide consent for testing. Commanders are also encouraged to ensure Blood Alcohol Tests (BAT) are taken as soon after the incident as possible to determine the level and intensity of alcohol involvement. For additional information refer to AFI 31-218(I).

2.6.1. **(Added-HURLBURTFIELD)** Personnel apprehended, detained, or arrested for driving under the influence must participate in and complete an alcohol/substance abuse and/or remedial driving program (whichever is applicable) as specified in the suspension/revocation letters issued to the individual prior to privileges being reinstated. Proof of the course will be required prior to reinstatement. This requirement is applicable for military personnel only.

**2.7. (Added-HURLBURTFIELD) Reinstatement of Driving Privileges.** The following rules apply when driving privileges for Hurlburt Field have been suspended or revoked for six months or more. Air Force civilians may request a hearing for any suspension regardless of the length of suspension.

2.7.1. **(Added-HURLBURTFIELD)** If an individual annotates their decision on the suspension/revocation memorandum to apply for an administrative hearing, they have 14 calendar days to provide a memorandum to 1 SOSFS/S5R, Reports and Analysis, requesting a hearing, which will be forwarded to 1 SOMSG/CC. If they do not provide the

memorandum in the appropriate time frame, they will lose the right for a hearing and be suspended/revoked automatically (14 days after issuance of the memorandum). If the individual declines a hearing, suspension begins when the memorandum states. For incidents dealing with driving under the influence suspension or revocation will begin immediately upon receiving the suspension/revocation memorandum.

2.7.2. **(Added-HURLBURTFIELD)** Requested administrative hearings will take place within 14 days, and a final decision must be reached within 14 days after the hearing by the 1 SOMSG/CC. Hearings for Air Force civilians will be held in person with the 1 SOMSG/CC and a union representative may be present, if requested by the Air Force civilian.

2.7.3. **(Added-HURLBURTFIELD)** The 1 SOMSG/CC may grant restored driving privileges or probation on a case-by-case basis provided the person's state driver's license or right to operate motor vehicles remains valid to accommodate any of the reasons addressed in AFI 31-218, Para 2-10.d.

2.7.4. **(Added-HURLBURTFIELD)** Individuals may be granted limited driving privileges while under suspension/revocation when their primary duties require driving a government owned vehicle.

2.7.5. **(Added-HURLBURTFIELD)** The individual's commander will submit an official memorandum to 1 SOSFS/S5R requesting limited driving privileges. The letter will be coordinated through 1 SOSFS/CC and approval/denial will be determined by the 1 SOMSG/CC. The individual granted limited driving privileges will carry a copy of the memorandum granting such at all times while operating a motor vehicle, throughout the original suspension period. Non-military personnel may submit an appeal letter without supervisor, sponsor or commander endorsement.

2.7.6. **(Added-HURLBURTFIELD)** Reinstatement of driving privileges shall be automatic provided all revocations applicable have expired, proof of completion of remedial driving course and/or substance abuse counseling has been provided and reinstatement of state requirements has been met.

2.7.6.1. **(Added-HURLBURTFIELD)** 1 SOSFS/S5R will send an electronic notification to the member's First Sergeant 14 day prior to suspension/revocation expiring. Upon confirmation that all requirements have been met and unit leadership concurs with reinstatement, license will be reinstated on the day after the expiration of the suspension/revocation.

2.7.7. **(Added-HURLBURTFIELD)** The issuing state licensing agency will be notified as soon as practical when a person's installation driving privileges are suspended or revoked for any period and immediately upon refusal to submit a lawful BAC. The Office of Primary Responsibility (OPR) for this notification is 1 SOSFS/S5R. The notification will include the basis for the suspension/revocation and BAC (if applicable).

## Chapter 3

### PRIVATELY OWNED VEHICLE OPERATION REQUIREMENTS

**3.1. General.** The Installation Commander will identify requirements to operate a motor vehicle on the installation.

3.1.1. **(Added-HURLBURTFIELD)** All privately owned motor vehicles operated on Hurlburt Field will have proof of state vehicle registration, proof of insurance and current/valid state license plates which must be properly displayed. Operators will also have in their immediate possession, a valid state driver's license **not** in a suspended/revoked status for their particular vehicle class. Insured's shall furnish uniform proof-of- purchase cards in a paper or electronic format in a form prescribed by the department and include the name of the insured's insurance company, the coverage identification number, and the make, year, and vehicle identification number of the vehicle insured. Properly displayed is defined as the license plate must be affixed to the rear of the vehicle and illuminated by a white or clear light.

3.1.2. **(Added-HURLBURTFIELD)** Operators of government motor vehicles must have a license issued by an approved federal installation licensing agency.

**3.2. Motorcycles, Motor Scooters and Mopeds.** See AFI 91-207, *The US Air Force Traffic Safety Program*, for requirements to operate motorcycles, motor scooters and mopeds on AF installations. Refer to AFI 91-207, para 4.6., for motorcycle training requirements.

3.2.1. **(Added-HURLBURTFIELD)** All military motorcycle operators regardless of duty status, on or off base, and all DoD civilian personnel that operate motorcycles as part of their assigned duties are required to complete approved motorcycle safety foundation (MSF) training in accordance with Department of Defense, United States Air Force or United States Special Operations Command guidance as applicable. On Hurlburt Field, the only valid proof of training is a certified 1 SOW Ground Safety AF IMT 483.

3.2.1.1. **(Added-HURLBURTFIELD)** Service members assigned to AFSOC and its subordinate organizations are required to comply with USSOCOM and DoD guidance, whichever is the most restrictive. Service members not assigned to AFSOC will comply with DoD guidance.

3.2.1.2. **(Added-HURLBURTFIELD)** Retirees, contractors, dependents and all other non-Air Force civilian personnel who operate a motorcycle while on the installation will meet their state's licensing and training requirements for motorcycle operations.

3.2.2. **(Added-HURLBURTFIELD)** Required Training

3.2.2.1. **(Added-HURLBURTFIELD)** Motorcycle training requirements for Hurlburt Field riders are derived from DOD and USSOCOM sources (ref. Table 3.2).

3.2.3. **(Added-HURLBURTFIELD)** Enforcement of motorcycle policy.

3.2.3.1. **(Added-HURLBURTFIELD)** Unit Commanders have the overall responsibility to ensure all assigned personnel have completed an approved MSF course.

3.2.3.2. **(Added-HURLBURTFIELD)** Immediate supervisors have the primary responsibility to ensure compliance.

3.2.3.3. **(Added-HURLBURTFIELD)** At the request of Security Forces personnel, motorcycle riders must provide proof of required motorcycle training based on higher headquarters guidance and motorcycle type. Those found riding without proof of training will receive a citation and have their driving privileges suspended. The reporting and rebuttal process will be the same as for all other non-moving violations.

3.2.3.4. **(Added-HURLBURTFIELD)** Non-compliant motorcycle operators will be allowed to ride their motorcycle to a secure location (home/work/etc.) on the day they are cited.

3.2.4. **(Added-HURLBURTFIELD)** Contact the 1 SOW/SEG (Bldg. 90210, Rm. 221), extension 884-6463, with questions regarding the 1 SOW motorcycle safety training policy.

3.2.5. **(Added-HURLBURTFIELD)** Air Force civilian personnel not in a duty status, non-military family members, military retirees, civilian visitors or contractors who are properly licensed to ride a motorcycle are not required to prove that they have taken motorcycle training in order to operate a motorcycle on a DoD installation. Reference: AFI 91-207, para 4.5.1.4.

3.2.6. **(Added-HURLBURTFIELD)** Rules for Motorcycles:

3.2.6.1. **(Added-HURLBURTFIELD)** A person operating a motorcycle shall ride only on the permanent and regular seat (as equipped by manufacturer) attached and the operator shall not carry any other person unless such motorcycle is designed to carry more than one person.

3.2.6.2. **(Added-HURLBURTFIELD)** No person shall operate a motorcycle while carrying any package, bundle, or article, which prevents keeping both hands on the handlebars.

3.2.6.3. **(Added-HURLBURTFIELD)** Motorcycles shall be equipped with a rear view mirror on each side of the handlebars.

3.2.6.4. **(Added-HURLBURTFIELD)** Mopeds and motor scooters shall not be operated on paths or parts of roadways set aside for the exclusive use of bicycles. Motorized scooters that are not authorized to be registered by the state of Florida may not be operated upon base property.

3.2.7. **(Added-HURLBURTFIELD)** The 1 SOW Chief of Safety has the authority to interpret higher headquarters guidance regarding Motorcycle Safety Training.

**Table 3.1. (Added-HURLBURTFIELD) Motorcycle Training Requirements.**

<p><b>Motorcycle Type:</b> Cruiser, Touring, Standard, Choppers, Dual Sport on/off Road, Off-Road and Scooters.</p>
<p><b>Initial Training:</b> Basic Rider Course (BRC)</p> <p><b>Follow-on Training:</b> Basic Rider Course 2 (BRC2)/Advanced Rider Course (ARC) required 1-year from date of BRC.</p> <p><b>Refresher Training:</b> Non-SOF Rider: Required every 5 years from date of last course.  **SOF Rider: Required every 3 years from date of last course.</p>
<p><b>Motorcycle Type:</b> Sport, Sport-touring, Naked Bikes.</p> <p>7. Unauthorized use of a motor vehicle belonging to another, when the act does not amount to a felony.</p>
<p><b>Initial Training:</b> Basic Rider Course (BRC)</p> <p><b>Follow-on Training:</b> Non-SOF Riders: ARC required 1-year from date of BRC.  **SOF Riders: ARC or Military Sports Bike Rider Course (MSRC) required 1- year from date of BRC. If beyond a year then ARC/ MSRC required prior to Sport bike operation.</p> <p><b>Refresher Training:</b> Non-SOF Rider: Required every 5 years from date of last course.  **SOF Rider: Required every 3 years from date of last course.</p>
<p>*IAW DoD I 6055.4, enclosure 3, paragraph 4.f.</p> <p>** IAW USSOCOM Directive 385-1, APPENDIX A- Every SOF rider must complete an initial Basic Rider Course before operating a motorcycle, and an MSF-certified refresher course every 3 years. Sports Bike Riders must complete a one-time Military Sports Bike Rider/Advanced Rider Course.</p>

**3.3. AF Form 75, Visitor/Vehicle Pass.** The Security Forces Management Information System (SFMIS), the Defense Biometric Identification System (DBIDS) generated vehicle/visitor passes or the AF Form 75 are methods to control and identify personnel and vehicles on a temporary basis. Specific procedures can be found in AFI 31-201, *Security Forces Standards and Procedures*, and AFI 31-113, *Installation Perimeter Access Control*, when implemented.

**3.4. Handicapped Person Identification.** Honor local and state-issued handicap decals, placards, signs, etc, on all Air Force installations. Upon request from a medical practitioner, Installation Commanders may authorize issue of a locally devised card or form in OCONUS or deployed locations where decals are not issued. Locally devised decals will contain an issue and expiration date and be issued and displayed per local procedures.

**3.5. Vehicle Registration at non Air Force Installations.** Personnel who live or work on a DoD Installation or who often use the facilities therein, may be required to register and be issued a DD Form 2220, *Vehicle Decal*, for their vehicles at those locations.

**3.6. Vehicle Registration at Air Force Installations.** Personnel who possess appropriate credentials to access Air Force Installations do not require a DD Form 2220. Although AFI 31-218(I) requires vehicle registration, the Air Force was granted a waiver from this requirement. Air Force Installations who continue to utilize the DD Form 2220 will use AFI 31-218(I) for guidance and include any specific requirements for their location in the local traffic plan. The Air Force will no longer produce DD Form 2220.



## Chapter 4

### TRAFFIC PLANNING AND CODES

#### 4.1. Installation Traffic Codes.

##### 4.1.1. Restraint systems.

4.1.1.1. Require the use of child safety seats consistent with state, territory or host nation laws. If there is no state, territory or host nation law, all children under 4 years of age regardless of weight or less than 50 pounds regardless of age shall be properly secured in an appropriate child restraint system. Children ages 4 through 7, weighing 50 pounds or more and less than 4 feet 9 inches shall be properly secured in a booster seat or other appropriate child restraint system. Children ages 8 and above and no less than 4 feet 9 inches in height will be properly secured in a vehicle seat belt or booster seat. The child safety seat or booster seat will be certified by the manufacturer to meet all applicable Federal performance standards or host nation requirements and will be installed in accordance with the manufacturer's instructions.

4.1.1.2. All drivers and passengers on Air Force installations will wear seat belts, or in the case of infants, be properly restrained.

4.1.2. Radar Detection Devices. The use of radars or laser detection devices are prohibited on Air Force Installations.

4.1.2.1. **(Added-HURLBURTFIELD)** All Radar/Laser Detection Devices will be unplugged and removed from view (i.e. dashboard, windshield, etc.)

4.1.3. Off-road vehicle usage: Installation Commanders or their designee determines if, when and where off-road vehicles may be operated on base. In many areas, the operation of off-road vehicles is unregulated while other jurisdictions have strict requirements concerning age, safety training and vehicle equipment. Generally, some "on-street" safety practices such as reflective vests, gloves, headlights and goggles may not apply when operating off road in a recreational capacity. However, ensure full compliance with local, state or host nation requirements. When necessary, develop additional procedures and guidance locally and publish in the installation traffic safety plan or supplement to this instruction. Ensure environmental considerations are reviewed prior to designating any off-road vehicle use area.

4.1.3.1. **(Added-HURLBURTFIELD)** There are no approved off-road recreational areas on Hurlburt Field.

#### 4.2. Traffic Accident Investigation.

4.2.1. A major traffic accident is any accident involving a fatality, injury or property damage above the amount established by Installation Commanders. Installation Commanders may set differing amounts for government versus private vehicle and property damage. Monetary damage amounts for major accidents are typically \$10,000. The investigation of major accidents should be accomplished by a trained accident investigator. MAJCOMs will determine the level of training required.

4.2.1.1. **(Added-HURLBURTFIELD)** Any accident on the installation involving a fatality, personal injury, or when a vehicle is inoperable IAW manufacture's specifications will be defined as a major traffic accident.

4.2.2. Generally, a detailed accident investigation includes, but is not limited to, an AF Form 1315, *Accident Report*, field sketch, scale diagram (if death or serious bodily harm), and accident narrative.

4.2.3. **(Added-HURLBURTFIELD)** Moving Accident Vehicles Prohibited. Except where immediate action is required to assure the safety of approaching traffic, any vehicle involved in a motor vehicle accident shall not be moved from the point of impact or from the place where it came to rest following the accident until Security Forces have authorized the vehicle to be moved.

4.2.3.1. **(Added-HURLBURTFIELD)** Exception. Vehicle involved in minor vehicle accidents may be driven to the BDOC to accomplish a report when a Security Forces patrol is not available to respond.

### 4.3. Traffic Accident Investigation Reports.

4.3.1. Military members report information to Security Forces if they are on/off base resulting in accidents involving injuries or damage to military property. Local guidance will capture procedures to accomplish these notifications and the timeframes to report. Installation Commanders determine what agencies to notify and for what type of accidents to notify them. The DFC must develop a local notification matrix or other procedures to ensure proper notification of appropriate base and civilian agencies are conducted. Develop and publish these notification procedures locally.

4.3.1.1. **(Added-HURLBURTFIELD)** Members will report accidents to Security Forces involving injuries or damage to military property within 24-hours. Reports will be accomplished in person at BDOC. If member is unable to report the accident another member of the unit may report the accident.

4.3.2. Security Forces will act as the focal point for gathering off-base accident information of military affiliated personnel. Record the information in the Security Forces blotter, along with the associated case number from the investigating police agency. When possible, Security Forces Reports and Analysis (S5R) will obtain copies of major accident reports prepared by investigating civilian police agencies to accompany off-base accident reporting information.

4.3.3. Security Forces respond to all on-base major vehicle accidents (unless local conditions or policies prohibit) to accomplish the following:

4.3.3.1. Render first aid and arrange for medical assistance.

4.3.3.2. Protect personal property.

4.3.3.3. Normalize traffic.

4.3.3.4. Identify witnesses and personnel involved.

4.3.3.5. Conduct a formal investigation.

4.3.3.6. The DFC (with Installation Commander approval) will develop local response and investigative procedures for various types of accidents to include minor vehicle accidents. S/He may delegate this authority to on-duty Security Forces supervisory personnel.

4.3.3.6.1. **(Added-HURLBURTFIELD)** Security Forces will respond to all accidents involving a government owned vehicle (GOV).

4.3.3.6.2. **(Added-HURLBURTFIELD)** Security Forces will respond to minor traffic accidents when patrols are available. Vehicle operators will contact Security Forces at 884-7777 to report the incident. The operators may be directed to report to Base Defense Operations Center (BDOC) within 24 hours to file appropriate paperwork if a patrol is not available.

4.3.4. Record accident information in the Security Forces blotter. This information should include the accident type, time and date, location, name(s) of vehicle operator(s), unit (or address when civilian not affiliated with military), vehicle description and license number(s)/plate. Also, include a brief summary of any damage and circumstances behind or causing the accident, as well as any traffic citations issued.

4.3.5. Investigation conducted by Security Forces and/or AFOSI of any traffic accident will take precedence over any other types of investigations relating to the accident. This precludes the loss of any potential evidence that may later have to be introduced in any criminal/judicial proceedings. (Example: Any safety related investigation and/or any other investigation that may hamper accident investigation practices by Security Forces and/or AFOSI.)

4.3.6. **(Added-HURLBURTFIELD)** Alert Photographer will respond to all on-base major vehicle accidents to accomplish the following:

4.3.6.1. **(Added-HURLBURTFIELD)** Take pictures of accident scene as directed by accident investigator.

4.3.6.2. **(Added-HURLBURTFIELD)** Take pictures of personal injuries and/or crime scene as required, or directed by investigator or AFOSI.

#### **4.4. Parking.**

4.4.1. Reserved Parking. When not addressed by MAJCOMs, Installation Commanders determine reserved parking guidance for their installations. Number of available spaces, facility design and layout, traffic flow and number of vehicles using facilities will help determine the number and location of reserved parking spaces. Make guidance and procedures governing reserved parking a part of the installation supplement to this instruction, separate traffic control instruction or installation-parking plan. The publication must address approval, issue, control and review of reserved parking and should give special consideration to bicycle, motorcycle, visitor and car pool parking. Consideration should also be given to labor and management contracts when designating parking. Handicap parking is regulated under the Uniform Federal Accessibility Standards and applies to all Air Force installations.

4.4.2. Use distinctive emblems, decals, stickers, etc, to control parking space assignments and to indicate authorized use of the parking slot. MAJCOMs (or Installation Commanders if

not addressed by the MAJCOM) may develop guidance concerning the issue and control of the identification media discussed above. Designation of parking spaces by name, grade, rank or title should be avoided due to force protection concerns.

4.4.2.1. **(Added-HURLBURTFIELD)** Visitor/Customer Parking. May be provided at all facilities with a customer service function, limited to visitors/customers only and number of spaces will be determined by the senior unit commander with connection to the parking lot (total reserved parking should not exceed 20% of available spaces).

4.4.2.2. **(Added-HURLBURTFIELD)** Government Operated Vehicle (GOV) Parking. The following GOVs are authorized a reserved parking space:

4.4.2.2.1. **(Added-HURLBURTFIELD)** Security Forces, Fire Department and Medical Group emergency vehicles.

4.4.2.2.2. **(Added-HURLBURTFIELD)** Wing, Group, and Squadron Commander assigned GMVs.

4.4.2.3. **(Added-HURLBURTFIELD)** Distinguished Visitor. Each squadron is authorized to use "Distinguished Visitor" temporary reserved parking curb covers when receiving visitors in the grade O-6 and above. The following individuals are authorized permanent distinguished visitors parking at the following locations:

4.4.2.3.1. **(Added-HURLBURTFIELD)** HQ AFSOC/CC, HQ AFSOC/CV, 1 SOW/CC at Soundside Club.

4.4.2.3.2. **(Added-HURLBURTFIELD)** 1 SOW/CC, 1 SOW/CV, 1 SOMDG/CC, 1 SOMSG/CC, 1 SOMXG/CC and 1 SOG/CC at Wing Headquarters.

4.4.2.3.3. **(Added-HURLBURTFIELD)** Four "Any Group/CC" and 1 SOW/CV at Soundside Club.

4.4.2.3.4. **(Added-HURLBURTFIELD)** 505 CCW/CC, 24 SOW/CC, HQ AFSOC/CCC and 1 SOW/CCC at Soundside Club.

4.4.2.4. **(Added-HURLBURTFIELD)** Individual Reserved Parking is limited to one space for each:

4.4.2.4.1. **(Added-HURLBURTFIELD)** Wing CC/CV/CCC and Group CC/CD/CEM.

4.4.2.4.2. **(Added-HURLBURTFIELD)** Squadron and Detachment CC and CCF.

4.4.2.4.3. **(Added-HURLBURTFIELD)** Each Group Commander is authorized special designation reserved parking spaces to issue at his/her discretion to subordinate units in the amount of one per squadron.

4.4.2.5. **(Added-HURLBURTFIELD)** The HQ AFSOC/CC will determine the reserved parking requirements for Bldg 1.

4.4.2.6. **(Added-HURLBURTFIELD)** Reserved Parking Signs. All reserved parking positions will be assigned a reserved plus number (i.e., Reserved 138). No signs shall state actual title or position. 1 SOCES is sole organization to assign reserved parking numbers.

4.4.2.7. **(Added-HURLBURTFIELD)** Special Recognition Parking. Special recognition reserved parking will be limited to:

4.4.2.7.1. **(Added-HURLBURTFIELD)** Hurlburt “Honor Guard” located at the BX/Commissary.

4.4.2.7.2. **(Added-HURLBURTFIELD)** Two each Hurlburt “Quarterly Award Winner” located at Soundside.

4.4.2.7.3. **(Added-HURLBURTFIELD)** Two each “General Officer”, “Colonel”, and “Chief Master Sergeant” spaces located at Soundside Club, BX/Commissary, and golf course.

4.4.2.7.4. **(Added-HURLBURTFIELD)** One each “2Lt/AB” space located at Soundside.

4.4.2.7.5. **(Added-HURLBURTFIELD)** Union officials performing union business are authorized to park their POV in GOV reserved spaces. These vehicles must display a placard on the dash.

4.4.2.8. **(Added-HURLBURTFIELD)** Enforcement: Requests for additional reserved parking will be considered/approved by the 1SOMSG/CC.

4.4.2.8.1. **(Added-HURLBURTFIELD)** Requirement must be mission essential.

4.4.2.8.2. **(Added-HURLBURTFIELD)** Request must be in writing, endorsed by the requesting unit’s Group Commander or equivalent, coordinated through the TSCG and submitted to 1 SOMSG/CC.

4.4.2.8.3. **(Added-HURLBURTFIELD)** The 1 SOCES is the only organization authorized to install, remove, or fabricate reserved parking signs.

4.4.2.8.4. **(Added-HURLBURTFIELD)** Any agency found installing, removing, or fabricating reserved parking signs will lose their reserved parking privileges for up to 1 year as determined by the 1 SOMSG/CC.

4.4.2.8.5. **(Added-HURLBURTFIELD)** It is each Commander’s responsibility to ensure that his or her subordinate units comply with this policy.

4.4.2.8.6. **(Added-HURLBURTFIELD)** Parking for TDY personnel. Personnel who are TDY for more than 48 hours who need to leave their vehicle on Hurlburt Field must use one of the following designated areas: Cruz Avenue parking lot, in the lot on the south end of Tully Street, or in the lot adjacent to the Red Horse compound. Current state license plates must be displayed even though the owner is TDY.

4.4.2.8.7. **(Added-HURLBURTFIELD)** The Hurlburt Field reserved parking policy and all assigned reserve parking will be reviewed annually by the TSCG and submitted to 1 SOMSG/CC for approval

4.4.2.8.8. **(Added-HURLBURTFIELD)** Units may not have signs made or erected to reserve entire parking lots.

4.4.3. Installations may create a parking wardens program to monitor and cite parking violators at their facilities.

4.4.3.1. If utilized, installations will develop a local publication to supplement/implement this instruction addressing the parking warden program. The supplement will include a requirement for individual unit commanders to delegate a minimum of one primary and alternate at the grade of E-5 or above, in writing. All monitors will issue parking tickets on the DD Form 1408, *Armed Forces Traffic Ticket*. S5R will obtain a letter with the current monitors and maintain the letter on file.

4.4.3.2. Monitors will be trained by the Security Forces unit on the correct procedures to complete tickets, including the routing process of issued tickets to S5R. The main difference between a DD Form 1408 issued by a Security Forces member and one by a parking monitor is the special instructions on the back of the pink copy that directs the violator to contact the monitor within 24 hours or next duty day who issued the ticket instead of Security Forces. Monitors will provide contact information on parking tickets to enable violators to provide information necessary to complete the citation.

**4.5. Off-installation Traffic Activities.** The DFC must develop procedures for the sharing and exchanging of information with civil authorities. Local procedures must cover the receiving, processing and securing of traffic and related incident reports received from other investigative agencies. Unit commanders will be notified when personnel under their authority are involved in serious off-base incidents (i.e., major accidents, DUI, hit and run, etc).

4.5.1. **(Added-HURLBURTFIELD)** Security Forces do not investigate off-installation accidents, but can assist local authorities by request.

4.5.2. **(Added-HURLBURTFIELD)** All Federal and State Law Enforcement Agencies may be afforded accident and incident data reports. All other requests will be processed through 1 SOW/JA.

**4.6. (Added-HURLBURTFIELD) Designation of High Traffic Density Areas and Peak Traffic Periods.**

4.6.1. **(Added-HURLBURTFIELD)** In accordance with AFI 91-207, paragraph 3.5.1, running or jogging on high traffic density roadways during peak traffic hours (0630-0800 and 1530-1700) is prohibited. The following roadways on Hurlburt Field are designated as high traffic density areas:

4.6.1.1. **(Added-HURLBURTFIELD)** Independence Road

4.6.1.2. **(Added-HURLBURTFIELD)** Cody Avenue

4.6.1.3. **(Added-HURLBURTFIELD)** Cruz Avenue

4.6.1.4. **(Added-HURLBURTFIELD)** Tully Street

4.6.2. **(Added-HURLBURTFIELD)** All personnel must use available sidewalks and running paths along the identified roadways if running, jogging, or walking in these areas during peak traffic hours. Members are also reminded the use of headphones is prohibited while walking/running in a traffic environment.

## Chapter 5

### DRIVING RECORDS AND THE TRAFFIC POINT SYSTEM

**5.1. Driving Records.** Use SFMIS to record vehicle traffic accidents, moving and parking violations, suspension or revocation actions and traffic point assessments involving military and DoD civilian personnel, their family members and other personnel operating motor vehicles on a military installation. Use AF Form 1313, *Driver Record*, when SFMIS is not available. When filling out the form, use the following codes in the “accident classification” block:

5.1.1. Identify individuals who are principals in a motor vehicle accident as “Driver 1” subject or “Driver 2” victim.

5.1.2. Identify accidents appropriately with “MVA” minor vehicle accident; (MJVA) major vehicle accident; “NLD” no liability determined; “PD” property damage; “PI” personal injury; “G” government; “P” private; “V” vehicle; and “FO” fixed object.

**Table 5.1. Point Assessment for Moving Violations.**

Violation	Points Assessed
Reference paragraph 4.1.1.1. See note #1.	2
Operating a radar detection device to indicate the presence of speed recording instruments or to transmit simulated erroneous speed (prohibited on DoD installations). See note #2.	3
Failure to yield to pedestrians in designated walkway/crosswalk. See note #2.	3
<b>NOTES:</b> 1. Applies to not using or when child restraint system is improperly installed, i.e., car seat, infant carrier, booster seat, belt/strap modification (when required by manufacturer), etc. Assess four points when no restraint system of any kind is used. 2. When violation occurs within an active school zone, add 1 point to point assessment.	

**Table 5.1. (HURLBURTFIELD) Point Assessment for Moving Violations (See note#3).**

Violation	Points Assessed
Reference paragraph 4.1.1.1. See note #1.	2
Operating a radar detection device to indicate the presence of speed recording instruments or to transmit simulated erroneous speed (prohibited on DoD installations). See note #2.	3
Failure to yield to pedestrians in designated walkway/crosswalk. See note #2.	3
Reckless driving (willful and wanton disregard for the safety of persons or property).	6

Owner knowingly and willfully permitting a physically impaired person to operate the owner's motor vehicle.	6
Fleeing the scene (hit and run)–property damage only.	6
Driving vehicle while impaired (BAC more than 0.05 percent and less than 0.08 percent).	6
Speed contests.	6
Speed too fast for conditions.	2
Speed too slow for traffic conditions, and/or impeding the flow of traffic, causing potential safety hazard.	2
Failure of operator or occupants to use available restraint system devices while moving (operator assessed points).	2
One to 10 miles per hour over posted speed limit.	3
Over 10 but not more than 15 miles per hour above posted speed limit.	4
Over 15 but not more than 20 miles per hour above posted speed limit.	5
Over 20 miles per hour above posted speed limit.	6
Following too close.	4
Failure to yield right of way to emergency vehicle.	4
Failure to stop for school bus or school–crossing signals.	4
Failure to obey traffic signals or traffic instructions of an enforcement officer or traffic warden; or any official regulatory traffic sign or device requiring a full stop or yield of right of way; denying entry; or requiring direction of traffic.	4
Improper passing.	4
Failure to yield (no official sign involved).	4
Improper turning movements (no official sign involved).	3
Wearing of headphones/earphones while driving motor vehicles (two or more wheels).	3
Failure to wear an approved helmet, eye protection, long sleeved shirt or jacket, long trousers, full fingered gloves or mittens and sturdy over the ankle footwear while operating or riding on a motorcycle, MOPED, or a three or four–wheel vehicle powered by a motorcycle–like engine.	3
Failure to successfully complete prescribed motorcycle safety course.	3
Improper overtaking.	3



Utilizing a cellular phone (not with hands free device) while driving motor vehicles.	3
Other moving violations (involving driver behavior only).	3
Operating an unsafe vehicle. See note #4.	2
Driver involved in accident is deemed responsible (only added to points assessed for specific offenses).	1
<p><b>NOTES:</b></p> <p>1. Applies to not using or when child restraint system is improperly installed, i.e., car seat, infant carrier, booster seat, belt/strap modification (when required by manufacturer), etc. Assess four points when no restraint system of any kind is used. When violation occurs within an active school zone, add 1 point to point assessment.</p> <p>3. When two or more violations are committed on a single occasion, points may be assessed for each individual violation.</p> <p>This measure should be used for other than minor vehicle safety defects or when a driver or registrant fails to correct a minor defect (for example, a burned out headlight not replaced within the grace period on a warning ticket).</p>	

**Table 5.2. Point Assessment for Non-Moving Violations.**

<b>Violation</b>	<b>Points Assessed</b>
Unattended Child under 12 years of age left in vehicle. Animals are included if a danger exists to the animal. See note #4.	6
Improper Registration (fraudulent tags).	4
Misuse of handicap decal. See note #2.	3
Illegally parked in designated handicap area (no decal, license or placard displayed).	3
Unattended Vehicle (while running).	3
Abandoned Vehicle.	3
Improper Parking. See note #3.	2
Improper Registration (expired or unregistered).	2
<p><b>NOTES:</b></p> <p>1. When two or more violations are committed on a single occasion, points may be assessed for each violation.</p> <p>2. When a vehicle has a handicap decal displayed, but the occupant is not the decal or</p>	

placard registrant and is not dropping off or picking up the handicapped registrant. Also includes parking in an area designated for "Van" access only, and handicap registrant has parked another vehicle class instead.

3. When designated in local parking plan (i.e., double parked, parked in reserved parking, against the flow of traffic and those areas designated for emergency vehicles).

4. When an AF Form 3545 will also be accomplished. Revocation of driving privileges for one year will be considered by the commander. **Example:** If children or animals were left in dangerous conditions in vehicle, i.e., in hot weather where interior temperatures may reach dangerous levels, keys left accessible to children or where conditions are deemed hazardous by a reasonable person.

5. Emergency vehicles are authorized to park in any area deemed necessary to affect a response.

5.1.3. **(Added-HURLBURTFIELD)** Security Forces Reports and Analysis section will maintain driving records for offenders on Hurlburt Field via the Security Forces Management Information System (SFMS).

## 5.2. Point System Procedures.

5.2.1. Distribute citation copies and process point assessments IAW AFMAN 31-201, Volume 7, *Security Forces Reports and Analysis*.

5.2.2. Installation Commanders may suspend or revoke driving privileges as provided by this instruction regardless of whether the improvement measures identified in AFI 31-218(I) are accomplished.

**5.3. Disposition of Driving Records.** Follow AFI 33-364, *Records Disposition – Procedures and Responsibilities*, to maintain and destroy records of military personnel released from active duty. Driving records remain active in the case of immediate reenlistment, change of officer component or military and civilian retirement or when continued access to an installation is authorized. Retain or destroy according to AFI 33-364 records on civilian personnel who are terminating on-base employment.

## Chapter 6

### IMPOUNDING PRIVATELY OWNED VEHICLES

**6.1. Standards for Impoundment.** The on-duty SF Flight Chief, or above, will determine when the vehicle will be driven or moved without owner's consent if the owner cannot be contacted or the owner refuses and conditions in AFI 31-218(I) are present.

**6.2. Procedures for Impoundment.** At times, civilian law enforcement or civilian government agencies will request the Air Force impound an on-base vehicle for reasons not related to military issues. Staff such requests through the SJA and DFC. When appropriate, comply and support such requests and impound the vehicle for a reasonable period. Release the vehicle if civil authorities do not take custody of the vehicle within a reasonable period as determined by Installation Commanders.

6.2.1. **(Added-HURLBURTFIELD)** Based on Hurlburt Field's jurisdiction, civil authorities will have vehicles removed for impoundment as needed.

6.2.1.1. **(Added-HURLBURTFIELD)** If AFOSI or the 1 SOSFS/S2 section impounds a vehicle as evidence in a criminal matter, the vehicle will be released at the conclusion of the investigation in coordination with JA.

**6.3. Disposition of Vehicles After Impoundment.** Impoundment and disposition of privately owned vehicles is a high-risk process. It is imperative an installation have a detailed plan to: Ensure wide publicity of base impoundment rules; have a process to provide reasonable notice of impoundment and an opportunity to reclaim a vehicle; conduct a review of proposed disposal by appropriate base offices, to include the SJA, prior to taking action; and a process to obtain retail records of these actions in the event of litigation or high-level inquiry. Further information on impoundment can be found in AFI 31-218(I).

6.3.1. **(Added-HURLBURTFIELD)** As a condition to accepting installation driving privileges, operators must give their consent for the removal and temporary impoundment of their POV if: 1) Illegally parked for unreasonable periods; 2) Interferes with traffic operations; 3) Creates a safety hazard; 4) Disabled by accident or incident; 5) Left unattended in, or adjacent to, a restricted, controlled, or off-limits area; and

6.3.2. **(Added-HURLBURTFIELD)** 1st Special Operations Security Forces Squadron, Investigations (1 SOSFS/S2) section will be the focal point for the removal of abandoned vehicles on Hurlburt Field.

6.3.3. **(Added-HURLBURTFIELD)** Vehicles noted by Security Forces patrolmen as abandoned will receive an initial DD Form 1408 directing the removal of the vehicle.

6.3.4. **(Added-HURLBURTFIELD)** After a 72 hour period, if the vehicle has not been moved by the owner, Security Forces Patrolmen will issue a DD Form 2504, **Abandoned Vehicle Notice**. This action will be documented in the Security Forces blotter.

6.3.5. **(Added-HURLBURTFIELD)** After a minimum of 72 hours from issue date of a DD Form 2504, a DD Form 2505, **Abandoned Vehicle Removal Authorization**, will be completed by 1 SOSFS/S2. 1 SOSFS/S2 will use their contracted service along with Eglin AFB. For wrecked vehicles a rotational wrecker service will be used to remove the vehicle

from the installation at the owner's expense. BDOC will use the same civilian wrecker service as Fort Walton Beach Police Department. This action will be documented in the Security Forces blotter.

JUDITH A. FEDDER, Lieutenant General, USAF  
DCS/Logistics, Installations & Mission Support

**(HURLBURTFIELDSUP)**

WILLIAM P. WEST, Col, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 10, U.S.C. § 2575, *Disposition of Unclaimed Property*

Title 10 U.S.C. §, Section 8013

Title 50, U.S.C. § 797

DoD 4140.1-R, *DoD Supply Chain Materiel Management Regulation*, 23 May 2003

DoD 4160.21M, *Defense Material Disposition Manual*, 18 August 1997

DoDD 5525.4, *Enforcement of State Traffic Laws on DoD Installations*, 2 November 1981

DoDD 7730.47, *Defense Incident Based Reporting System (DIBRS)*, 1 December 2003

**(Added-HURLBURTFIELD)** DoDI 6055.04, *DoD Traffic Safety Program*, April 20, 2009, Change 2, January 23, 2013

AFPD 31-1, *Integrated Defense*, 7 July 2009

AFI 10-245, *Antiterrorism (AT)*, 30 March 2009

AFI 31-101, *The Integrated Defense*, 8 October 2009

**(Added-HURLBURTFIELD)** AFI 31-118, *Security Forces Standards and Procedures*, 5 March 2014

AFI 31-201, *Security Forces Standards and Procedures*, 31 March 2009

AFI 31-218(I), *Motor Vehicle Traffic Supervision*, 22 May 2006

AFI 36-810, *Substance Abuse Prevention and Control*, 22 July 1994

AFI 44-102, *Medical Care Management*, 1 May 2006

AFI 44-121, *Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program*, 26 September 2001

AFI 51-905, *Use of Magistrate Judges for Trial of Misdemeanors Committed by Civilians*, 1 June 1998

AFI 91-207, *USAF Traffic Safety Program*, 22 May 2007

AFMAN, 32-1017, *DoD Transportation Engineering Program*, 17 November 2003

AFMAN 33-363, *Management of Records*, 1 March 2008

***Forms Prescribed.***

AF Form 533, *Certificate of Compliance - Private Motor Vehicle Registration*, 1 December 1984

***Adopted Forms.***

AF Form 1313, *Driver Record*

AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card*

CVB Form 1805, *United States District Court Violation Notice*

DD Form 1920, *Alcohol Influence Report*

DD Form 2220, *DoD Registered Vehicle Decal*

DD Form 2507, *Notice of Vehicle Impoundment*

DD Form 1408, *Armed Forces Traffic Ticket*

DD Form 1920, *Alcohol Influence Report*

DD Form 2507, *Notice of Vehicle Impoundment*

AF Form 75, *Visitor/Vehicle Pass*

AF Form 1313, *Driver Record*

AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card*

AF Form 3545, *Incident Report*

AF Form 1315, *Accident Report*

### ***Abbreviations and Acronyms***

**BAC**—Blood Alcohol Concentration

**BAT**—Blood Alcohol Test

**BrAC**—Breath Alcohol Concentration

**CE**—Civil Engineer

**CONUS**—Continental United States

**DFC**—Defense Force Commander

**DBIDS**—Defense Biometric Identification System

**DoD**—Department of Defense

**DoDD**—Department of Defense Directive

**DRMO**—Defense Reutilization and Marketing Office

**FO**—Fixed Object

**G**—Government

**GOV**—Government Owned Vehicle

**MAJCOM**—Major Command

**MAJCOM/SF**—Major Command Defense Force Commander

**MJVA**—Major Vehicle Accident

**MTMCTEA**—Military Traffic Management Command Transportation Engineering Agency

**MVA**—Motor Vehicle Accident

**MWR**—Morale, Welfare and Recreation

**NAF**—Nonappropriated Fund

**NHSPS**—National Highway Safety Program Standards

**NHTSA**—National Highway Traffic Safety Administration

**NLD**—No Liability Determined

**OCONUS**—Outside Continental United States

**ORV**—Off Road Vehicle

**P**—Private

**PCS**—Permanent Change of Station

**PD**—Property Damage

**PI**—Personal Injury

**POV**—Privately Owned Vehicle

**SFMIS**—Security Forces Management Information System

**SJA**—Staff Judge Advocate

**S5R**—Security Forces Administration and Reports

**U.S.C. §**—United States Code

**V**—Vehicle

**Attachment 2 (Added-HURLBURTFIELD)****RULES OF THE ROAD**

**A2.1. (HURLBURTFIELD)** Use and Applicability. This attachment contains the 1st Special Operations Wing (1 SOW) Commander's uniform traffic control codes; regulates the movement of all vehicles, pedestrians, and other traffic upon the streets and elsewhere throughout Hurlburt Field, Florida. It is unlawful for any person to do any act forbidden, or fail to perform any act required, by these rules, and said rules shall apply to all persons while upon this installation. Except as otherwise specified herein, persons subject to the UCMJ who violate any portion of the "Rules of the Road" may be punished under the provisions of Article 92, UCMJ. Persons not subject to the UCMJ shall, as the 1 SOW/CC determines, be referred to local civilian authorities or shall be subject to administrative action.

**A2.2. (HURLBURTFIELD)** Base Traffic Code. AFI 31-218(I), Florida Traffic Laws and the base traffic code will be the basis of traffic enforcement on Hurlburt Field.

**A2.3. (HURLBURTFIELD)** Personnel arriving from overseas installations with license plates issued by a foreign government or an overseas military installation must apply for permanent state registration within 30 days of vehicle arrival.

**A2.4. (HURLBURTFIELD)** Using Identification and Registration of Another Individual. No person shall permit and no person shall borrow or in any manner use another's operator's permit, registration media, vehicle pass, or other required identification associated with motor vehicle registration or operation.

**A2.5. (HURLBURTFIELD)** No vehicle may enter the installation displaying signs, signals, or ornamentation that would be perceived as blatantly obscene, offensive or is prejudicial to good order and discipline.

**A2.6. (HURLBURTFIELD)** No vehicle may enter the installation displaying colored (other than standard parking lights, turn signals, etc.) lights visible from the front or rear of vehicle.

**A2.7. (HURLBURTFIELD)** Inspection by Enforcement Personnel. Any Security Forces member on duty and whose duty includes traffic enforcement may, at any time, require the driver to stop and submit the vehicle to an inspection, if there is probable cause to believe a vehicle is unsafe or not equipped as required, or its equipment is not in proper adjustment or repair.

A2.7.1. **(HURLBURTFIELD)** Doors (number as appearing on manufacturer's model) and operational handles inside and outside of doors. Only vehicles that have manufacturer specifications for the removal of doors may operate on Hurlburt Field without doors. (i.e. Jeep Wrangler)

A2.7.2. **(HURLBURTFIELD)** Rear view mirror. (Vehicles must possess one rearview mirror which gives a view of the highway at least 200 feet to the rear.)

A2.7.3. **(HURLBURTFIELD)** Brakes and emergency brakes must be in working condition. A2.7.4. Windshield must be mounted in the upright position.

**A2.8. (HURLBURTFIELD)** Operation of Radios or Other Mechanical Sound Equipment in Vehicles. It is unlawful for anyone to operate a motor vehicle on Hurlburt Field in which the sound produced by a radio/CD/tape player or other mechanical sound making devices is



amplified so that the sound is audible farther than 50 feet from the vehicle. This does not apply to emergency equipment.

**A2.9. (HURLBURTFIELD)** Vehicle Movement During Retreat. Upon hearing the playing of Retreat over the public address system, vehicle operators will come to a complete stop until Retreat has been completed. Operators exiting the installation will observe the “Retreat Hold Line” signs posted in the out bound lane of both gates.

**A2.10. (HURLBURTFIELD)** Troop Movement/Formations. Drivers encountering troop movements or formations occupying the roadway will reduce their speed to 10 mph. Drivers in a lane of travel occupied by a formation shall approach slowly, stopping if needed, and await a passing signal from the formation leader.

**A2.11. (HURLBURTFIELD)** Approaching Convoys. Motorists approaching oncoming convoys escorted by a Security Forces or other emergency vehicle exhibiting an emergency light or other warning device will pull to the right of the roadway and come to a complete stop until the last vehicle in the convoy has passed. Motorists following the convoy from the rear are prohibited from passing and will follow the last vehicle in the convoy at a distance of not less than 100 feet.

**A2.12. (HURLBURTFIELD)** Passing on the Left. Passing is not allowed except when required to pass a vehicle moving excessively slow. Even in this case, passing is allowed only when the left side of the road is clearly visible and is free of oncoming traffic. The driver shall give an appropriate signal, shall pass at a safe distance and shall not again drive to the right side of the roadway until safely clear of the overtaken vehicle. The driver of a vehicle overtaking a bicycle or other non-motorized vehicle must pass at a safe distance of not less than 3 feet between the vehicle and the bicycle or other non-motorized vehicle. No vehicle shall pass another vehicle when approaching within 100 feet of or crossing any intersection.

**A2.13. (HURLBURTFIELD)** When an authorized emergency vehicle making use of any visual signals is parked or a wrecker displaying amber rotating or flashing lights is performing a recovery or loading on the roadside, the driver of every motor vehicle, as soon as it is safe shall:

A2.13.1. **(HURLBURTFIELD)** Vacate the lane closest to the emergency vehicle or wrecker when driving on a roadway with two lanes traveling in the direction of the emergency vehicle or wrecker, except when otherwise directed by a law enforcement officer.

A2.13.2. **(HURLBURTFIELD)** Slow to a speed that is 20 miles per hour (MPH) less than the posted speed limit when the posted speed limit is 25 MPH or greater; or travel at 5 MPH when the posted speed limit is 20 MPH or less, when driving on a two-lane road, except when otherwise directed by a law enforcement officer.

**A2.14. (HURLBURTFIELD)** Privately Owned Vehicles (POV) will not operate on Hurlburt Field utilizing emergency lights (i.e. volunteer firemen) or sirens without the prior approval of the 1 SOSFS/CC. Emergency lights will not be installed/mounted in POVs until their use has been approved. Personnel requiring emergency lights will remove them from view while on the installation.

**A2.15. (HURLBURTFIELD)** Operation of Golf Carts. Golf carts/EZ-Go/Mule carts and others of this type will follow this traffic code when being operated on public streets.

A2.15.1. **(HURLBURTFIELD)** No more than two (2) occupants. (No riders in cargo area).

A2.15.2. **(HURLBURTFIELD)** These vehicles will use the jogging path adjacent to Independence Road to eliminate potential traffic congestion problems.

**A2.16. (HURLBURTFIELD) Rules for Pedestrians.**

A2.16.1. **(HURLBURTFIELD)** Crossing at Other Than Crosswalks. Every pedestrian crossing a roadway at any point other than within a marked crosswalk shall yield the right of way to all vehicles upon the roadway. No pedestrian shall cross a roadway intersection diagonally unless required to remain within a marked crosswalk.

A2.16.2. **(HURLBURTFIELD)** Pedestrians on Roadways. Where sidewalks are provided, pedestrians must not walk along or upon an adjacent roadway. Where sidewalks are not provided, any pedestrian walking along and upon a roadway shall, when practical, walk only on the left side of the roadway, or its shoulder, facing traffic approaching from the opposite direction.

A2.16.3. **(HURLBURTFIELD)** Pedestrian's Right of Way on Sidewalks. The driver of any vehicle departing from or entering an alley, building, or driveway or parking area shall yield the right of way to any pedestrian approaching on any sidewalk extending across such alley, building, driveway, or parking area.

**A2.17. (HURLBURTFIELD) Traffic Laws Apply to Persons Riding Bicycles:**

A2.17.1. **(HURLBURTFIELD)** Every person riding a bicycle upon a roadway of Hurlburt Field shall be granted all the rights and shall be subject to all of the duties applicable to the driver of a vehicle.

A2.17.2. **(HURLBURTFIELD)** Every person riding a bicycle must wear protective headgear.

A2.17.3. **(HURLBURTFIELD)** The parent of any child and any adult, while in charge of any child, shall not authorize or knowingly permit any child to violate any of the provisions of this directive.

A2.17.4. **(HURLBURTFIELD)** The use of headphones or other listening devices while bicycling is prohibited, while operating on Hurlburt Field streets or roadways.

A2.17.5. **(HURLBURTFIELD)** Every bicycle, when in use during the hours of darkness, shall be equipped with a lamp on the front which shall emit a white light visible from at least 500 feet and a red reflector on the rear visible from at least 100 feet.

A2.17.6. **(HURLBURTFIELD)** Bicycles will use the jogging path adjacent to Independence Ave to eliminate potential traffic congestion.

**A2.18. (HURLBURTFIELD) Stopping, Standing, or Parking Prohibited.** Except when necessary or in compliance with law or the directions of the Security Forces or official traffic control device, no person shall stop, stand, or park a vehicle:

A2.18.1. **(HURLBURTFIELD)** Within a marked triangular space at the end of marked parking spaces in parking lots, or within any other area, which is clearly marked or lined out for non-parking, nor in any other area not clearly designated for parking.

A2.18.2. **(HURLBURTFIELD)** Upon any seeded or grassed area.

A2.18.3. **(HURLBURTFIELD)** In any parking space legally reserved for another.

A2.18.4. **(HURLBURTFIELD)** In any manner to obstruct a fire lane, parked vehicle, or to interfere with the normal flow of traffic. It is a violation for any person to interfere with vehicles which are entering, exiting, or traversing a parking lot. It is specifically prohibited to stop within a travel lane of any parking lot for the purpose of waiting for a parking space, except momentarily to permit another vehicle to depart a parking space and then only when the operator of the departing vehicle is physically present and is clearly in the process of vacating the parking area.

A2.18.5. **(HURLBURTFIELD)** To occupy more than one designated parking space.

**A2.19. (HURLBURTFIELD)** The ignition key shall not be left in the ignition when the vehicle is unattended on Hurlburt Field. (Exception: According to Hurlburt Field Instruction 13-213, *Flightline Driving*, vehicles on the flightline must have the key in the ignition at all times).

**A2.20. (HURLBURTFIELD)** Vehicles shall not be backed into an angled parking space or pull through, resulting in the front of the vehicle being immediately adjacent the roadway.

**A2.21. (HURLBURTFIELD)** Maintenance Prohibited. Except for emergency repairs such as flat tire changes or minor adjustments, maintenance will not be performed on privately owned vehicles except in authorized areas of the Base Auto Hobby Shop or Base Service Station. Base housing and dorm parking lots are not authorized maintenance areas.

**A2.22. (HURLBURTFIELD)** Towing Requirements. When one vehicle is towing another vehicle, the tow bar or other connection shall be of sufficient strength to pull all weight towed and the tow bar or other connection shall not exceed 15 feet from one vehicle to another. When one vehicle is towing another vehicle and the connection consists of a chain, rope, or cable, a white flag or cloth not less than 12 inches square will be displayed on the device.

A2.22.1. **(HURLBURTFIELD)** Using Government Vehicles. It is prohibited for any person to use a government vehicle to tow, push, or in any manner to move or transport a private vehicle.

A2.22.1.1. **(HURLBURTFIELD)** Exception. Government tows vehicles used for impounding or seizing vehicles by appropriate authority (i.e. SF, AFOSI).

**A2.23. (HURLBURTFIELD)** Parking Restrictions of boats, jet skis, trailers, campers, and motor homes:

A2.23.1. **(HURLBURTFIELD)** Except while being loaded or unloaded, the parking of boats, jet skis, trailers, campers, or motor homes, except as hereinafter authorized, is prohibited upon any street, parking lot, grassed or seeded area. Boats, jet skis, trailers, campers, or motor homes may be parked upon the driveway of family housing or dormitory parking areas for no more than 36 hours before and after planned recreational vehicle activities. Personnel residing in VOQ/VAQ or TLF may temporarily park boats, jet skis, trailers, campers, or motor homes in parking lots adjacent to their quarters, provided they do not interfere with the normal flow of traffic.

A2.23.2. **(HURLBURTFIELD)** The fenced in area located in the Pine Shadows housing areas is designated for boats, trailers, campers, or motor homes of assigned base housing/dormitory residents. However, no person shall place any equipment in these areas until it has been approved and properly registered with the Housing Office (1 SOCES/CEH), building 90371.

A2.23.3. **(HURLBURTFIELD)** Upon final removal of the stored boat, trailer, and camper, or motor home, owners must report to the Housing Office and terminate registration.

**A2.24. (HURLBURTFIELD)** Restrictions of on base sale of vehicles, boats, jet skis, trailers, campers, and motor homes. The overt display of “For Sale” signs in or on any vehicle is prohibited when parked on the installation specifically for the purpose of displaying the vehicle.

A2.24.1. **(HURLBURTFIELD)** Individuals who wish to display privately owned motor vehicles (boats, jet skis, trailers, campers, motor homes, etc.) for the purpose of sale shall use the 1 SOFSS Resale Lot adjacent to the recycling bins in the parking lot of Bldg. 91013/Commissary. Contact 1 SOSVS at 884-6674 to complete required paperwork before placing a vehicle on this lot. Base housing, dorm parking lots and installation parking lots shall not be used to park and display these vehicles.

A2.24.2. **(HURLBURTFIELD)** Individuals who wish to sell privately owned motor vehicles used for daily transportation may display “For Sale” signs in base housing, dorm parking lots and installation parking lots. In this situation, the vehicle must not be displayed in a manner that increases its visibility, (i.e. side of the road or a parking space adjacent to the road).